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Chapter 3**U.S. NAVAL ACADEMY (USNA) AND NAVAL ACADEMY PREPARATORY SCHOOL
(NAPS)**

1. Purpose. This chapter has been revised to incorporate current policy and should be reviewed in its entirety. Also, please refer to the NAVADMIN that the USNA releases each year announcing application deadlines.

2. Summary of Changes

a. Enlisted members who apply to the U.S. Naval Academy and are not selected for direct entry are automatically considered for entrance into NAPS. To be considered for NAPS, applicants should not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.

b. All applicants must obtain a nomination from an official source. Applicants should apply to all categories of nominations for which they qualify. The Secretary of the Navy may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. Fleet applicants MUST apply for a SECNAV nomination. Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officer, and have maintained efficiency in drill attendance with their Reserve unit. Midshipmen USNR of the Regular NROTC Program are not eligible for appointment under this quota.

c. Detailed nomination procedures and sample formats for each nomination category are provided in the Naval Academy catalog, or on the Naval Academy's web page at www.usna.edu. Catalogs can be obtained by contacting the Naval Academy Admissions Office at:

U.S. Naval Academy
Admissions Office
117 Decatur Road
Annapolis, MD 21402
(410) 293-4361/DSN 281

d. Admission applications can be completed via the Naval Academy web page at www.usna.edu/Admissions/pre-application, or by requesting a questionnaire through the mail by calling the Fleet Coordinator at (410) 293-1840/DSN 281. Once named an official candidate, the applicant will receive a complete candidate application packet through the mail.

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3. Reference

(a) U.S. Naval Academy Catalog

4. Program Information

a. The U.S. Naval Academy is a 4-year military college that offers an outstanding opportunity for qualified young persons to embark on careers as officers in the Navy or Marine Corps after obtaining a Bachelor of Science degree. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room and board. Candidates report to the Naval Academy usually in late June or early July for Plebe Summer. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is 5 years active duty and 3 years Reserve upon initial appointment.

b. The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training at the Naval Academy. NAPS students are on active duty enlisted status in the U.S. Navy. The school convenes in July of each year and runs through May of the following year. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in late June or early July with the incoming class.

c. Any enlisted man or woman in the Navy or Marine Corps, or the Naval or Marine Corps Reserve on active duty may apply. In addition, enlisted members who apply to the Naval Academy and are not selected for direct entry are automatically considered for entrance into NAPS. To be considered for NAPS, applicants should not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.

5. Eligibility Requirements For Admission

a. U.S. citizenship is required. This cannot be waived.

b. At least 17 years of age and must not have passed their 23rd birthday on 1 July of the year entering the Naval Academy. This is a statutory requirement and cannot be waived.

c. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors

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(except minor traffic violations) during the 3 years preceding application for the program. Any substantiated drug use or alcohol abuse will result in disqualification.

d. Unmarried, not pregnant, and have no incurred obligations of parenthood.

e. Applicants must be physically qualified and in excellent health and physical fitness as determined by a medical examination administered by the Department of the Defense Medical Examination Review Board (DODMERB). DODMERB will schedule the service academy qualifying medical examination and will contact the applicant by mail. In most cases, the medical exam will be done at the service member's local medical facility with the assistance of DODMERB. Applicants must meet the following criteria:

(1) Have normal visual acuity of 20/20 in each eye. Waivers are granted to many candidates with some degree of defective visual acuity provided the vision can be corrected to 20/20 in each eye with conventional (spectacle) lenses in which the refractive power does not exceed +/-6.0 diopters in any meridian and the astigmatism is not more than 3.0 diopters.

(2) Have normal color perception as determined by the Farnsworth Lantern test.

(3) If applicants have any tattoos, brands or pierced body parts (with the exception of a single earring perforation in each earlobe for women), these must not be visible when wearing regulation Physical Education gear (gym clothes). Any tattoos or brands that are prejudicial to good order and discipline, offensive, or are of a nature to bring discredit to the Naval Service are prohibited regardless of location.

f. All applicants must obtain a nomination from an official source. Applicants should apply to all categories of nominations for which they qualify. The Secretary of the Navy may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. **Fleet applicants MUST apply for a SECNAV nomination.** Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officer, and have maintained efficiency in drill attendance with their Reserve unit. Midshipmen USNR of the Regular NROTC Program are not eligible for appointment under this quota. Detailed nomination procedures and sample formats for each nomination category are provided in the Naval Academy catalog, or on the Naval Academy's web page at

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www.usna.edu. Catalogs can be obtained by contacting the Naval Academy Admissions Office at:

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117 Decatur Road
Annapolis, MD 21402
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g. Scholastically qualified as determined by the Naval Academy based upon:

(1) An acceptable secondary school transcript with college preparatory subjects and grades indicating college capability and a class standing normally in the top 40 percent in high school. To be competitive, applicants should have completed 4 years of math, (including a strong foundation in geometry, algebra and trigonometry), 4 years of English, and 1 year of chemistry. Additionally, physics, history, and 2 years of a foreign language are strongly recommended. Courses in pre-calculus or calculus are also very valuable and encouraged.

(2) Acceptable score(s) on the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) Program Test. These tests must be no more than 2 years old upon applying for the Naval Academy. To increase competitiveness these tests should be taken within 1 year. **To be considered for a Secretary of the Navy nomination, a candidate should obtain an SAT score of 550 Math and 500 Verbal, or ACT scores of 24 Math and 22 English.** These scores are not competitive for entrance into the Naval Academy, but may place a candidate in contention for NAPS based on a "whole person" assessment. Tests may be taken more than once, and the highest scores in each category on either test will be accepted.

(3) Applicants who are close to these levels or have questions about academic qualification are strongly encouraged to contact the Fleet Coordinator at the Naval Academy Admissions Office at (410) 293-1840/DSN 281.

h. Recommended in writing by his/her commanding officer.

6. Application Submission Procedures and Deadlines

a. Apply for admission by filling out a Preliminary Application. This can either be done via the Naval Academy web page at: www.usna.edu/Admissions/pre-application, or by requesting a questionnaire through the mail by calling the Fleet

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Coordinator at (410) 293-1840/DSN 281. Also, refer to the annual NAVADMIN that the USNA releases detailing application deadlines and procedures. Once named an official candidate, the applicant will receive a complete candidate application packet through the mail. To ensure the candidate packet is received by the applicant in a timely manner, a complete mailing address where the applicant is currently stationed should be provided on the Preliminary Application. The earlier an applicant applies the better; therefore forms should be completed and returned to the Academy as soon as possible. **Candidate packets should be completed by 1 March of the year for which the service member is applying for entry.**

b. Submit an application request for a Secretary of the Navy (SECNAV) nomination via the chain of command to the commanding officer for endorsement and recommendation. **(Format provided in Appendix A-2 and A-3). SECNAV nomination requests must be received by the Academy's Admissions Office no later than 31 January of the year in which the applicant desires admission.**

c. Submit official SAT or ACT test scores to USNA. If a test was not taken, applicants must register and pay for SAT or ACT tests, and request that the results be sent to the Naval Academy. (**See note below) Use code 5809 for the SAT and code 1742 for ACT. Applicants are encouraged to take one or both of these examinations at the earliest opportunity, and may take the exams more than once. Detailed information and registration forms for these tests may be obtained by writing to:

SAT: The College Entrance Examination Board
Code 592
Princeton, NJ 08540
www.collegeboard.org

ACT: The American College Testing Program
Box 414
Iowa City, IA 52240
www.act.org

The Naval Academy will not accept SAT test scores from tests taken after January, and ACT tests scores from tests taken after February of the year for which the service member desires admission to the Naval Academy. If an applicant has taken the SAT and/or the ACT, but did not indicate at the time of registration for the test scores to be forwarded to the Naval Academy, the applicant should contact the appropriate testing agency and request that the scores be forwarded. It is the

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service member's responsibility to ensure that official scores are forwarded to the Naval Academy.

***At some military facilities, the SAT or ACT is offered through the Educational Services Office - service members are encouraged to check with their command for this opportunity.

7. Specific Information and Guidance for Commanding Officers

a. Upon receipt of a Secretary of the Navy nomination request letter, the commanding officer will interview the applicant personally according to the following guidance:

(1) Ensure the applicant has a thorough understanding of the military, academic and physical rigors of the Naval Academy, and that he/she understands and appreciates the demands of the career upon which he/she is embarking.

(2) Close personal interest and attention to the applicant's military appearance, leadership potential, professional performance, attitude and character as well as basic eligibility requirements are a must.

(3) Dedication, enthusiasm and motivation are equally important as scholarship in assuring success in the Naval Academy or NAPS program.

(4) Consider all information available about the applicant in addition to the information obtained from the interview.

b. Ensure only the best are selected for the program, evaluating the member's military performance, suitability for the program, and potential as a commissioned officer. While it is necessary to identify an unlikely prospect, it is just as important that an applicant's academic record in high school or college is not screened by the command to determine suitability for admission. **The Naval Academy's Admissions Board will remain the final authority on whether a member meets the academic requirements based on a "whole person assessment".**

c. Provide an endorsement to the applicant's letter. **(Sample format provided in Appendix A-4).** Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

d. In those instances in which the deployed status of a ship, squadron or Marine unit makes communications by letter

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impractical, commanding officers may submit a message (sample format in Appendix A-5) in lieu of Appendix A-2 and A-4.

e. Ensure that an original and one copy of the SECNAV application and endorsement are properly prepared and forwarded to:

Superintendent
U.S. Naval Academy
Nominations and Appointments Office
117 Decatur Road
Annapolis, MD 21402-5019

f. The Naval Academy will advise those selected for direct appointment usually by May; those selected for the Naval Academy Preparatory School will usually be notified by June.

8. Administrative Information

a. Change of address

(1) Applicants must notify the Fleet Coordinator of any change in mailing address and/or receipt of transfer orders prior to receipt of offer of appointment to the Naval Academy (normally issued about 15 April).

b. Service Obligation

(1) Service members offered an appointment must have a minimum of 24 months of active obligated service, as of 1 July of the entering year. Candidates who are selected for admission to NAPS must have a minimum of 24 months obligated service as of 1 July of the year that they will enter the Preparatory School. NAPS graduates who are appointed to the Naval Academy must have a minimum of 24 months active obligated service as of 1 July of the year that they will enter the Naval Academy. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. The reason for extension of enlistment should state "Appointment to the U.S. Naval Academy" or "Assignment to the Naval Academy Preparatory School" as appropriate. The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon such appointment this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) Former Fleet Sailors that disenroll from the Naval Academy/NAPS for reasons other than acceptance of a commission or a physical disability will revert to the enlisted status held

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immediately prior to entry to the Naval Academy/NAPS. Enlisted members will be required to complete the period of service for which they originally enlisted, and for which they have an obligation (any extension or reenlistment). Time served as a midshipman (Naval Academy) or midshipman candidate (NAPS) will be counted as time served under the original enlistment or period of obligated service.

(3) Midshipmen who are separated or whose resignations are accepted after the start of the junior year, but before completing the course of instruction, may be transferred to the Reserve component in an enlisted status and ordered to active duty for not less than 2 years, but no more than 4 years.

(4) Midshipmen who complete the course of instruction and decline to accept an appointment as a commissioned officer may be transferred to the Reserve component in an enlisted status and ordered to active duty for 4 years.

(5) Naval Academy graduates, upon appointment, are required to serve on active duty for a minimum of 5 years active and 3 years Reserve.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station to the Naval Academy or NAPS. A service member wishing to withdraw should decline transfer orders and notify the Naval Academy Admissions Office Fleet Coordinator at (410) 293-1840/DSN 281.

(2) Commanding officers shall immediately inform the Dean of Admissions, U.S. Naval Academy and recommend rescinding the appointment if the member's performance declines significantly or if the member is alleged to have violated the UCMJ.

d. Transfer Policy

(1) Candidates for the Naval Academy/NAPS receiving Permanent Change of Station orders, for execution subsequent to applying for this program, **should not be transferred until officially notified of selection or non-selection to the Naval Academy or NAPS.** If a transfer directive is received, commanding officers shall notify the orders originating authority that the individual has applied for appointment to the Naval Academy and that orders be held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer shall notify the orders originator that the individual

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has been selected and that orders be canceled. If the applicant is not selected, the command shall transfer the individual and notify the orders originator that the orders have been executed. Any questions regarding this policy should be directed to the Admissions Office Fleet Coordinator at (410) 293-1840/DSN 281.

(2) Transfer directives will be issued by the Chief of Naval Personnel. Commanding officers shall ensure that no person ordered to the Naval Academy or NAPS is transferred without the required obligated service. Transfer directives are normally issued in June, ordering candidates to report to the Naval Academy the last week in June or to NAPS, in July.

(3) A positive leave balance, upon entering NAPS, is strongly encouraged in order to permit leave at Christmas.

(4) Each candidate must remit approximately \$2,500, upon admission to the Naval Academy, as an entry deposit, which is applied to the initial uniform issue. It is strongly recommended that no advance pay be authorized for the candidate incident to transfer to the Naval Academy or NAPS.

e. Advancement in Rating for NAPS Students

(1) NAPS students are not able to fulfill the requirements for advancement in rating while they are enrolled because of the school's stringent academic requirements; however, if they meet all requirements for advancement prior to arrival at NAPS, they will be permitted to take the advancement in rate examinations.

(2) Service members may be advanced once they complete eligibility requirements. Personnel Advancement Requirements (PAR) may be waived by the commanding officer.

9. Inquiries. Information and questions should be addressed to:

U.S. Naval Academy
Candidate Guidance Office
Attn: Fleet/NAPS Coordinator
117 Decatur Road
Annapolis, MD 21402-5018
Phone: (410) 293-1840/DSN 281

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